7.0   FOUNDATION OF HUMAN RESOURCE MANAGEMENT

180 HOURS

7.01   Introduction

This module is intended to equip the trainee with knowledge, skills and attitudes that will enable him/her understand the foundations of Human Resource Management.

7.02   General Objectives

By the end of this module unit, the trainee should be able to:

a) Appreciate job analysis, recruitment asnd selection processes
b) Understand the human resource policies in an organization
c) Familiarize himself/ herself with emerging issues and trends in job analysis, human resource records, recruitment and selection.

CODE	SUB-MODULE UNITS	CONTENT	THEORY (HOURS)	PRACTICE (HOURS)	TOTAL HOURS
7.1.1	INTRODUCTION TO HUM,AN RESOURCE MANAGEMENT	• Meaning of human resource management • Evolution of Human Resource Management • Differences between Personnel Management and Human Resource Management • Unique features of Human Resource Management	11	7	18
7.1.2	ROLE OF HUMAN RESOURCE MANAGEMENT IN AN ORGANIZATION	• Structure of Human Resource Department in an Organization • Functions of Hum,an Resource Management	11	7	18

		Department in an Organization • Role of Human Resource practioner in an Organization			
7.1.3	HUMAN RESOURCE POLICIES	• Meaning of Human Resource policy • Importance of Human Resource policies. • Areas covered by Human Resources policies	10	6	16
7.1.4	HUMAN RESOURCE RECORDS	• Uses of Human Resource Records • Types of Human Resource Records • Computerized Human Resource Records • Importance of Human Resource Records Information Systems • Identification of emerging issues and trends in Human Resource Records	13	8	21
7.1.5	JOB ANALYSIS	• Meaning of job analysis • Importance of job analysis • Process of job analysis • Techniques for collecting data for job analysis • Contents of Job Description and Job Specification	16	10	26

7.1.6	HUMAN RESOURCE PLANNING	• Importance of Human Resource Planning • Factors considered in forecasting Human Resource requirements • Human resource planning process	11	7	19
7.1.7	RECRUITMENT	• Importance of Recruitment • Components of Recruitment policy • Sources of candidates • Recruitment process • Emerging issues and trends in recruitment	13	8	21
7.1.8	SELECTION	• Meaning of selection • Selection process • Selection methods • Emerging issues and trends in selection	11	7	19
7.1.9	PLACEMENT AND INDUCTION	• Meaning of placement • Importance of appropriate employee placement • Meaning of employee induction • Steps in induction process • Components of employee induction program	14	10	24